

APPENDIX E-110 P

MONTHEND NONSTOCKED NON-NSN REQUISITION TAPES

1. PURPOSE

This procedure is applicable to chapter 44 and describes the procedures to be followed in submitting the subject tapes to this headquarters.

2. APPENDICES USED IN THIS PROCESS

- a. Appendix B-110, Nonstocked Non-NSN Requisition Record.
- b. Appendix D-110, Nonstocked Non-NSN Item Requisition Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

The Plans and Programs Office within the DSO is responsible for the procedures/processes described by this appendix.

4. PROCEDURES/INSTRUCTIONS

During the monthend process, as depicted in appendix D-110, the Nonstocked Non-NSN Requisition Tapes will be output to the Office of Data Systems. These tapes, formatted IAW appendix B-110, are to be submitted to arrive at DASC-D not later than the 10th calendar day each month.

a. Tapes received by DASC-D on the ninth calendar day or earlier will be processed and reports/tapes returned to the DSC within five workdays after receipt.

b. Tapes received by DASC-D on the tenth calendar day or later will be processed and reports/tapes returned to the DSC within 7 to 10 workdays after receipt.

NOTE: DASC-D does not receive mail or freight deliveries on Saturdays, Sundays, or holidays.

c. DSCs desiring early availability of the nonstocked, non-NSN reports and tapes are encouraged to submit tapes as soon after the end of the month as possible.

d. Data Systems Office will label each tape as follows:

- (1) Applicable DSC - For example: DGSC (S9G).
- (2) Report Period - August 78 for tapes containing August 1978 data.
- (3) Report Title - Nonstocked Non-NSN Requisition Records.
- (4) Volume - Number of data records on the tape.

e. The Plans and Programs Office will address the tapes to:

DLA Administrative Support Center
Automated Data Processing Division
ATTN: DASC-DP, Room 4B652A
Cameron Station
Alexandria, VA 22314

This address label will also contain the return address and office symbol to receive the reports and processed tapes.